

United States Mission Abuja

Vacancy Announcement

No. 2012-036	Date: May 9, 2012	Ref: A96013
Subject:	ADMINISTRATIVE SPECIALIST	
Location:	ABUJA – CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: **Administrative Specialist, FSN-08/FP-06**
(This position will be filled at the FSN-08/FP-06 trainee level with a promotion each year, with supervisor's recommendation, up to target grade of FSN-10/FP-05).

OPENING DATE: May 9, 2012

CLOSING DATE: May 22, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: **OR-Ordinarily Resident: N 3,228,903** per annum
(Starting basic Salary)
Position Grade: FSN-08
In addition to the basic salary, all allowances will be paid in accordance with the U.S. Mission Local Compensation Plan (LCP).

NOR-Not Ordinarily Resident: (AEFM) - US\$44,737;
EFM/MOH – US\$38,394 (Starting Salary) per annum.
Position Grade: FP-06

NOTE: ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER

CHIEF OF MISSION (COM) AUTHORITY DOES HAVE TO BE ASSIGNED OFFICIALLY TO POST.

The **U.S. Embassy in Abuja** is seeking to employ a suitable and qualified candidate for the position of Administrative Specialist in the Centers for Disease Control and Prevention office.

BASIC FUNCTION OF THE POSITION:

The incumbent, under the direction of the Associate Director for Operations (ADO), will oversee the day-to-day management, administrative and program coordination functions in support of a broad range of CDC-funded public health program activities carried out by the CDC Nigeria office. Incumbent provides advice and guidance on office management and support services to CDC senior management and develops plans for the implementation, oversight, and quality control of administrative support functions essential to ensuring effective and efficient office operations. Incumbent serves as liaison between CDC Nigeria and the office contractual representative(s). Additionally, incumbent manages, oversees the maintenance of, and controls the access to all administrative files and correspondence.

To obtain a copy of this announcement, please visit our Mission website at:

http://nigeria.usembassy.gov/about_the_us_mission.html

POSITION REQUIREMENTS:

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. University degree in Business Administration, Public Administration or related business fields is required.
2. Progressively responsible experience - **five (5) years with Masters degree or seven (7) years with Bachelors degree** - managing clerical, logistics, leases, procurement, personnel and/or administrative functions is required.
3. Level IV (fluency in oral and written) English is required.
4. Thorough knowledge of general office operations principles and administrative procedures is required.
5. Intermediate user level of word processing and spreadsheets is required.
6. Ability to use mathematical calculations for purposes of reporting is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans receive preference. Therefore, candidates must specifically address the required qualifications in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism or conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently-employed Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired in a position with a When Actually Employed (WAE) work schedule.

HOW TO APPLY

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. **Application for U.S. Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174; plus**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.

SUBMIT APPLICATION TO:

Embassy of the United States of America
Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja.

Or submit to HRNigeria@state.gov

POINT OF CONTACT:

Tel: 09-461-4000 Ext 4261

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM** who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency who is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 Foreign Affairs Manual 3232.2.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Child, unmarried, and under 21 years of age or, regardless of age, incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative, or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees receive compensation under a Civil Service (GS) or Foreign Service (FS) salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: May 22, 2012

The U.S. Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

An Equal Opportunity Employer